

How to submit a **SPEED ACTIVITY REPORT** in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year
- Click on **Status Reports**
- Click on **Add** at the top of the page

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Grant/Project Tracking

Grant/Project: 375962 - Teamville - 2021

Status: Underway

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Officer: Sheri Lyn Krohn

Awarded Amount: \$112,850.00

- Select **Speed Activity Report** from the Status Report Type drop down menu

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Grant Tracking

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Status Report Type:* Speed Activity Report

Title November Speed Project

Report Period 11/21/2020 11/21/2020

From Date To Date

- For the **Title Field**, enter the month you conducted the project followed by the words “Speed Project”
- Click on the calendar icons to enter the project start and end dates in the **Report Period** fields
- Click **Save** in upper right corner

- Click **Return to Components**

General Information [Return to Components](#)

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

ID: 377756


Status Report Status: Editing

Due Date:

Status Report Type: * Speed Activity Report

Title November Speed Project

Report Period 11/21/2020 11/21/2020
From Date To Date



- Click on **Speed Activity Report** in the table

Status Report: 373742 - 29

Grant: 373742-Des Moines PD 2021 Tester

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Regina Sterbenz

Components [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/05/2020
Speed Activity Report ←		

- Select the month in which you conducted your project from the Speed Activity Report drop down menu
- Click on the calendar icon to select the date in which you conducted your project
- Enter your project start and end times
- Enter the total project hours
- Enter the total number of officers participating in the project from the hosting agency. If the host agency had a total of 5 officers working the project, 3 on GTSB OT and 2 on their regular shift helping with the project, the number for this field is 5.
- Answer the required question regarding the project being multi-jurisdictional. If you mark NO for the required question, the next two questions will not appear. If you answer YES, proceed to answer the next two questions.
- The last required question is asking about the total number of GTSB OT you are requesting for your speed project. If we use the example above, that there were a total of 5 officers that worked the project, but only 3 of them were on GTSB OT and worked the entire 4 hour project, the number for this field is 12 hours (3 GTSB OT officers x 4 hour project).

Speed Activity Report

Please select the reporting month

Speed Activity Report* ←

Date of Project* ←

Project Start time* ←
Enter the project start time in military hours.

Project End time* ←
Enter the project end time in military hours.

Total Project Hours* ←
Enter the total number of hours for the project.

of Officers Participating - Hosting Agency Only* ←

Is this a multi-jurisdictional project?* ☒ Yes ☐ No ←

Total # of Officers Participating - All Agencies

Other Agencies Participating

These questions will only appear if you answered YES to multi-jurisdictional above.

GTSB Speed Enforcement Overtime* ←
Please enter the number of GTSB Speed Enforcement Overtime hours being requested for reimbursement.

- The next section is where you will be filling in your contacts per category
- To begin, click in the first text field, enter number of contacts for Speed Violations CITATIONS (even if it is zero) and then hit TAB
- Next enter the number of contacts for Speed Violations WARNINGS and then hit TAB
- Repeat this process for Other Traffic Violations and Public Information Activities

Speed Project Violations

Speed Violations	<input type="text"/>	<input type="text"/>
	Citations	Warnings
Other Traffic Violations	<input type="text"/>	<input type="text"/>
	Citations	Warnings

Public Information Activities

In accordance with the contract, 2 media contacts (Radio, Newspaper, TV) AND 6 social media (digital) posts are required during the contract year.

Per the category below, enter the number of speed focused public information activities the agency completed this month. Additional media and social media posts are encouraged.

If postings are on multiple social media outlets (such as Twitter, Facebook, Instagram, etc), please be sure to count each speed post. For example, if posting on Facebook and Twitter, count 2.

TV*

Radio*


Print*

Digital*

- Enter your comments, click on **Return to Top**,

Comments
Please note any additional activity or unusual circumstances which occurred this month.

Comments



[Return to Top](#)


- Click **Save**,

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Grant/Project Tracking

Status Report: 373742 - 04

Grant: 373742-Des Moines PD 2021 Tester
Status: Editing
Program Area: GTSB Test Program
Grantee Organization: Grant Testing, Department of
Program Manager: Regina Sterbenz




- Click **Mark as Complete**

Speed Activity Report
Mark as Complete | Go to Status Report Forms

Please select the reporting month

Speed Activity Report* January
Date of Project* 09/03/2020
Project Start time* 1530
Enter the project start time in military hours.
Project End time* 1830
Enter the project end time in military hours.
Total Project Hours* 3
Enter the total number of hours for the project.
of Officers Participating - Hosting Agency Only* 2
Is this a multi-jurisdictional project?* No
GTSB Speed Enforcement Overtime* 6.0
Please enter the number of GTSB Speed Enforcement Overtime hours being requested for reimbursement.




- Click **Submit**

Components
Preview | Submit

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/09/2020
Speed Activity Report	✓	10/09/2020



- If there are no further edits to this form, click **OK**

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www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing.
Have you completed all sections? Are you sure you are ready to submit
this Status Report?

OK

Cancel

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation ←

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)